

Weather Policy

Applies to: All employees

Policy Statement:

Dartmouth's scheduled operations are rarely interrupted because, among other concerns, it has a predominantly residential student population and ongoing staffing needs for student services, patient services, academic and research activities, maintenance of the College's physical resources, and other services for the health, welfare and safety of the College community. Even in inclement weather conditions, employees should assume that operations will continue on a "business as usual" basis, unless they receive notice of curtailed operations. This policy governs declaration of a weather-related schedule change as well as employee timekeeping during episodes of inclement weather when the College continues regular operations and in the rare circumstance when it does not.

When the College Maintains Normal Operations:

Employees who come in late, leave early, or are absent because of weather conditions may either make up the lost time during the same workweek or, if that is not possible, charge the time lost against available personal or vacation leave balances. Employees who are unable to come to work because of inclement weather conditions should notify their supervisor as soon as possible. Employees who want to leave work early because of the weather must request the permission of their supervisors. Each division may establish its own process for review and approval of an employee's request to adjust their work schedule or to perform work remotely on a temporary basis due to inclement weather, in accordance with the operational considerations included in Dartmouth's [Alternative Work Arrangements Policy](#):

- Departmental efficiency and service are not adversely affected;
- Regular office hours to meet departmental needs are not curtailed; and
- Undue burdens are not placed on other employees or supervisors.

Decisions to approve or not approve an employee's request for a temporary schedule adjustment or permission to work remotely due to weather conditions rest solely within the leadership of each division.

When the College Curtails Normal Operations:

A decision to curtail operations may be made only by the President or the Provost; it is not to be made on an *ad hoc*, department-by-department basis.

Definitions and Regulations:

Employees will be notified of curtailed operations as soon as possible by means of all available media. *Curtailed operations* means that all non-essential functions should operate with limited

staff or close entirely. Curtailed operations may involve delayed opening, early closure, or cancellation of all but essential functions.

Essential functions are those needed to maintain core student services when the College is in regular session and those needed to maintain campus safety and security and vital patient services at all times. Every department should have a contingency plan, approved by the area's dean or vice president, that identifies which services are essential and when. Students should always assume that classes will be held unless notified of a cancellation by their professors via email.

Documentation:

General notice of curtailed operations will be made via:

- Dartmouth website
- Campus-wide email message
- A recorded message at a College toll-free Inclement Weather Phone Line: 1-888-566-SNOW (1-888-566-7669).
- Local broadcast media

Additional Resources:

[Alternative Work Arrangements Policy](#)
[Hours of Work Policy](#)